



STATE OF NEVADA  
GAMING CONTROL BOARD

CPA MICS COMPLIANCE CHECKLIST

**SLOTS - GENERAL WALK-THROUGH**

	<u>Yes</u>	<u>No</u>	<u>W/P</u> <u>Ref.</u>
<b><i>Jackpot Payouts, Slot Fills, Short Pays and Accumulated Credit Payouts</i></b>			
Testing of Questions 1-3 is required.			
Scope: Select all slips per day (with a maximum of 30) for 2 days. Test days should be in non-consecutive months.			
<b><u>1.</u></b> For jackpot payouts and slot fills, does the payout form/documentation include the following information:			
a. Date and time?	_____	_____	_____
b. Machine number?	_____	_____	_____
c. Dollar amount of cash payout or slot fill (both alpha and numeric), or description of personal property awarded?	_____	_____	_____
<b>Note: Alpha is optional if another unalterable method is used for evidencing the amount of the payout or fill.</b>			
d. Game outcome (including reel symbols, card values and suits, etc.) for jackpot payouts only?	_____	_____	_____
e. Signatures of at least two employees verifying and witnessing the payout or slot fill?	_____	_____	_____
<b>Note: On graveyard shifts (eight-hour maximum) payouts/fills less than \$100 can be made without the payout/fill being witnessed if the second person signing can reasonably verify that a payout/fill is justified.</b>			
f. Preprinted or concurrently-printed sequential number?	_____	_____	_____
<b><u>2.</u></b> Do jackpot payouts over a predetermined amount:			
a. Require the signature and verification of a supervisory or management employee independent of the slot department?	_____	_____	_____
b. Is this predetermined amount authorized by management, documented, and maintained?	_____	_____	_____
<b><u>3.</u></b> For short pays of \$10.00 or more, and payouts required for accumulated credits, does the payout form include:			

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a. Date and time?	_____	_____	_____
b. Machine number?	_____	_____	_____
c. Dollar amount of payout (both alpha and numeric)? <b>Note: Alpha is optional if another unalterable method is used for evidencing the amount of the payout.</b>	_____	_____	_____
d. Signatures of at least two employees ( <b>one employee for Group II licensees</b> ) verifying and witnessing the payout?	_____	_____	_____
<b>Note: Short pays involving a single token in a denomination higher than \$10.00 may be handled without the above documentation.</b>			
4. Are computerized jackpot/fill systems restricted so as to prevent unauthorized access and fraudulent payouts by one individual?	_____	_____	_____
5. Are payout forms controlled and routed in a manner that precludes any one individual from producing a fraudulent payout by forging signatures or by altering the amount paid out subsequent to the payout and misappropriating the funds? <b>Describe procedures.</b>	_____	_____	_____

***Promotional Payouts and Awards***

Promotional payouts and awards are supplemental payouts which are not reflected in the slot machine pay table. Compliance with the following question is required if promotional payouts are to be deducted from slot revenue.

Testing of Question 6 is required.

Scope: Select all slips per day (with a maximum of 30) for 2 days. Test days should be in non-consecutive months.

<b>6.</b> Does the payout form/documentation include the following information:			
a. Date and time?	_____	_____	_____
b. Machine number and denomination?	_____	_____	_____

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c. Dollar amount of payout or description of personal property (e.g., jacket, toaster, car, etc.)?	_____	_____	_____
d. Type of promotion (e.g., double jackpots, four-of-a-kind bonus, etc.)?	_____	_____	_____
e. Signature of at least one employee authorizing and completing the transaction?	_____	_____	_____

***Slot Department Funds Standards***

7. Are the slot booths and change banks, which are active during the shift, counted down and reconciled each shift utilizing appropriate accountability documentation?	_____	_____	_____
8. Is the wrapping of loose slot booth and cage cashier coin performed at a time or location that does not interfere with the hard count/wrap process or the accountability of that process?	_____	_____	_____
9. Is a record maintained evidencing the transfers of unwrapped coin and retained for at least 7 days?	_____	_____	_____

***EPROM Testing***

10. At least annually, are procedures performed to insure the integrity of a sample of slot machine game program EPROMs by personnel independent of the slot department or by outside vendors? <b>Describe procedures.</b>	_____	_____	_____
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***EPROM Duplication***

**Note 1: If duplication of gaming device program storage media is performed and Board approval has been received, or the licensee is a licensed manufacturer, then Questions 11-14 must be answered.**

**Note 2: The EPROMs of some manufacturers may be protected by federal copyright laws. The licensee should insure that all applicable laws are complied with when duplicating EPROMs.**

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	<u>Yes</u>	<u>No</u>	<u>W/P</u> <u>Ref.</u>
<b>Note 3: Equivalent controls must be in place should gaming device program storage media approved by the Board, other than EPROMs, be duplicated.</b>			
11. Are procedures developed and implemented for the following:			
a. Removal of EPROMs from devices, the verification of the existence of errors as applicable, and the correction via duplication from the master game program EPROM?	_____	_____	_____
b. Copying one gaming device program to another approved program?	_____	_____	_____
c. Verification of duplicated EPROMs prior to being offered for play?	_____	_____	_____
d. Destruction, as needed, of EPROMs with electrical failures?	_____	_____	_____
e. Securing the EPROM duplicator and master game EPROMs from unrestricted access?	_____	_____	_____
12. Are the master game program number, par percentage, and the pay table verified to the par sheet when initially received from the manufacturer?			
_____			
<b>13.</b> Are records maintained documenting the above procedures including the following information:			
a. Date?	_____	_____	_____
b. Machine number (source and destination)?	_____	_____	_____
c. Manufacturer?	_____	_____	_____
d. Program number?	_____	_____	_____
e. Personnel involved?	_____	_____	_____
f. Reason for duplication?	_____	_____	_____
g. Disposition of any permanently removed EPROM?	_____	_____	_____
h. GCB Lab approval number?	_____	_____	_____

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	<u>Yes</u>	<u>No</u>	<u>W/P Ref.</u>
14. Do EPROMs returned to gaming devices include the date and information identical to that shown on the manufacturer's label?	_____	_____	_____

***Theoretical/Actual Hold***

15. Are accurate and current theoretical hold worksheets maintained for each slot machine?	_____	_____	_____
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16. For those slot machines or groups of identical machines (excluding multi-game machines) with differences in theoretical payback percentage exceeding a 4% spread between the minimum and maximum theoretical payback, and which contain meters required by Regulation 14 Technical Standard 2.010(3), does the licensee perform the following:			
--	--	--	--

a. On a quarterly basis, record the meters that contain the number of plays by wager (i.e., one coin, two coins, etc.)?	_____	_____	_____
---	-------	-------	-------

b. On an annual basis, calculate the theoretical hold percentage based on the distribution of plays by wager type?	_____	_____	_____
--	-------	-------	-------

c. On an annual basis, adjust the machine(s) theoretical hold percentage in the slot statistical report to reflect this revised percentage?	_____	_____	_____
---	-------	-------	-------

17. For multi-game machines, does the licensee perform the following:			
---	--	--	--

a. Weekly record the total coin-in meter?	_____	_____	_____
---	-------	-------	-------

b. Quarterly record the coin-in meters for each game contained in the machine?	_____	_____	_____
--	-------	-------	-------

c. On an annual basis adjust the theoretical hold percentage to a weighted average based upon the ratio of coin-in for each game?	_____	_____	_____
---	-------	-------	-------

**Note: The adjusted theoretical hold percentage can be combined for machines with exactly the same game mix throughout the year.**

18. Are the theoretical hold percentages used in the slot analysis reports within the performance standards set by the manufacturer?	_____	_____	_____
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	<u>Yes</u>	<u>No</u>	<u>W/P Ref.</u>
<b>19.</b> Are records maintained for each machine which indicate the dates and type of changes made and the recalculation of theoretical hold as a result of the changes?	_____	_____	_____
<b>20.</b> Are records maintained for each machine which indicate the date the machine was placed into service, the date the machine was removed from operation, the date the machine was placed back into operation, and any changes in machine numbers and designations?	_____	_____	_____
21. Do all of the slot machines contain functioning coin-in meters?	_____	_____	_____
22. Do all slot machines with currency acceptors approved by the Board after January 1, 1988 contain functioning bill-in meters which record the dollar amounts or number of bills accepted by denomination?	_____	_____	_____
<b>23.</b> Are slot machine in-meter readings recorded at least weekly immediately prior to or subsequent to a slot drop? ( <b>Exception: The time between readings may extend beyond one week in order for a reading to coincide with the end of an accounting period only if such extension is for no longer than six days.</b> )	_____	_____	_____
24. Is the employee who records the in-meter reading either independent of the hard count team or assigned on a rotating basis unless the in-meter readings are randomly verified quarterly for all slot machines and currency acceptors by someone other than the regular in-meter reader?	_____	_____	_____
25. Upon receipt of the meter reading summary, does the accounting department review all meter readings for reasonableness using pre-established parameters?	_____	_____	_____
26. Prior to final preparation of statistical reports, are meter readings which do not appear reasonable reviewed with slot department employees, and exceptions documented, so that meters can be repaired or clerical errors in the recording of meter readings can be corrected?	_____	_____	_____
<b>27.</b> Is a report produced at least monthly showing month-to-date, year-to-date, and if practicable, life-to-date actual hold percentage computations for individual machines and a comparison to each machine's theoretical hold percentage previously discussed?	_____	_____	_____

**Note: Actual hold = dollar amount of win divided by dollar amount of coin in.**

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	<u>Yes</u>	<u>No</u>	<u>W/P Ref.</u>
28. Does each change to a slot machine's theoretical hold percentage, including progressive percentage contributions, result in that machine being treated as a new machine in the statistical reports (i.e., not commingling various hold percentages)?	_____	_____	_____
29. If promotional payouts and awards are included on the slot statistical reports, is it in a manner which prevents distorting the actual hold percentages of the affected machines? <b>Describe how handled.</b>	_____	_____	_____
<b>30.</b> Is a report produced at least monthly showing year-to-date combined slot machine performance, by denomination, including the following for each denomination:			
a. Floor par?	_____	_____	_____
b. Combined actual hold percentage?	_____	_____	_____
c. Percentage variance (b - a)?	_____	_____	_____
d. Projected dollar variance (i.e., coin-in times the percentage variance)?	_____	_____	_____
<b>Note: Floor pars are the sum of the theoretical hold percentages of all machines within a denomination weighted by coin-in contribution.</b>			
31. Are the statistical reports reviewed by both slot department management and management employees independent of the slot department on at least a monthly basis?	_____	_____	_____
<b>Note: For Group II licensees slot department management employees are not required to review statistical reports.</b>			
32. Are large variances between theoretical hold and actual hold investigated and resolved with the findings documented in a timely manner? <b>Describe large variance criteria.</b>	_____	_____	_____
<b>33.</b> For purposes of analyzing large variances between actual hold and theoretical hold percentages, is information to create floor par reports by machine type maintained?	_____	_____	_____
34. Is maintenance of the computerized slot monitoring system data files performed by either:			
a. A department independent of the slot department?	_____	_____	_____



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b. Slot supervisory employees if sufficient documentation is generated and it is randomly verified by employees independent of the slot department on a monthly basis?	_____	_____	_____
35. Are updates to the computerized slot monitoring system to reflect additions, deletions or movements of slot machines made at least weekly prior to in-meter readings and the weigh process?	_____	_____	_____

***Slot Machine Hopper Contents***

36. When machines are temporarily removed from the floor, are slot drop and hopper contents protected to preclude the misappropriation of stored funds? <b>Describe procedures.</b>	_____	_____	_____
<u>37.</u> When machines are permanently removed from the floor, are the slot drop and hopper contents counted and recorded by at least two employees with appropriate documentation being routed to the accounting department for proper recording and accounting for initial hopper loads?	_____	_____	_____

***Circuit Board Access Controls***

Testing of Question 38 is required.

**Scope: Examine one slot machine's circuit board.**

38. For all slot machines with potential jackpots in excess of \$100,000:			
a. Are the circuit boards locked or physically sealed?	_____	_____	_____
b. Does the lock or seal necessitate the presence of an individual independent of the slot department to access the device game program EPROM?	_____	_____	_____
c. If a seal is used to secure the board to the frame of the gaming device, is it identifiable (e.g., pre-numbered)?	_____	_____	_____

***Slot Machine Drop Keys***

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39. Does the physical custody of the keys needed to access slot machine coin drop cabinets, including duplicates, require the involvement of two persons, one of whom is independent of the slot department? <b>State the department(s).</b>	_____	_____	_____
<b>Note: For Group II licensees, both persons needed to access slot machine coin drop cabinet keys may be slot department employees.</b>			
40. Are two employees (separate from key custodian) required to accompany such keys while checked out and observe each time slot machine drop cabinets are accessed, unless surveillance is notified each time keys are checked out and surveillance observes the person throughout the period the keys are checked out?	_____	_____	_____

***Currency Acceptor Keys***

**41.** Currency Acceptor Drop Box Release Keys

- |   |       |       |       |
|---|-------|-------|-------|
| a. Are only the employees authorized to remove the currency acceptor drop boxes allowed access to the release keys?   | _____ | _____ | _____ |
| <b><u>b.</u></b> For situations which require access to the currency acceptor drop box at other than scheduled drop times, are the date, time, and signature of employee signing out/in release key documented? | _____ | _____ | _____ |
| c. Are the currency acceptor drop box release keys separately keyed from the currency acceptor contents keys?   | _____ | _____ | _____ |

**42.** Currency Acceptor Drop Box Storage Rack Keys

Are two persons required to accompany such keys and observe each time drop boxes are placed in storage racks?	_____	_____	_____
---	-------	-------	-------

**43.** Currency Acceptor Drop Box Contents Keys

- |   |       |       |       |
|---|-------|-------|-------|
| a. Does the physical custody of the keys needed for accessing currency acceptor drop box contents require involvement of persons from three separate departments? <b>State the departments.</b> | _____ | _____ | _____ |
|---|-------|-------|-------|

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	<u>Yes</u>	<u>No</u>	<u>W/P</u> <u>Ref.</u>
b. Does access to the contents key at other than scheduled count times require the following:			
1) The involvement of at least three employees from separate departments, including management? <b>State the departments.</b>	_____	_____	_____
<u>2)</u> The reason for access documented with the signatures of all participants and observers?	_____	_____	_____
44. Currency Acceptor Count Room Keys			
Are at least three count team members required to be present at the time count room and other count keys are issued for the count?	_____	_____	_____
<u>45.</u> Duplicate Keys			
a. Are duplicate keys maintained in such a manner as to provide the same degree of control over drop boxes as is required for the original keys? <b>Describe how maintained.</b>	_____	_____	_____
<u>b.</u> Are records maintained for each key duplicated which indicate the number of keys made and destroyed?	_____	_____	_____

***Player Tracking***

**Affirmative answers to the following questions are required if cash or the cost of personal property distributed to patrons is deducted from slot revenue.**

46. Is the player tracking system secured so as to prevent unauthorized access (e.g., changing passwords at least quarterly and physical access to computer hardware, etc.)?	_____	_____	_____
<u>47.</u> Is the addition of points to members' accounts other than through actual slot machine play:			
a. Sufficiently documented (including substantiation of reasons for increases)?	_____	_____	_____
b. Authorized by either:			

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	<u>Yes</u>	<u>No</u>	<u>W/P</u> <u>Ref.</u>
1) A department independent of the player tracking and slots?	_____	_____	_____
2) Slot supervisory employees if sufficient documentation is generated and it is randomly verified by employees independent of the slot department on a quarterly basis?	_____	_____	_____
48. Do booth employees who redeem points for members not have access to lost cards?	_____	_____	_____
49. Are changes to the player tracking system parameters, such as point structures and employee access, performed by either:			
a. Supervisory employees independent of the slot department?	_____	_____	_____
b. Slot supervisory employees if sufficient documentation is generated and it is randomly verified by supervisory employees independent of the slot department on a monthly basis?	_____	_____	_____
<u>50.</u> Are all other changes to the player tracking system appropriately documented?	_____	_____	_____

***Wide Area Progressive Slot Machines (Inter-Casino Linked Progressives)***

**Note: Questions 51-53 apply to licensees who share inter-casino linked progressives with affiliates (i.e., the main computer for the linked progressives is under the control of the licensee or its affiliates).**

51. Is the wide area progressive system adequately restricted to prevent unauthorized access (e.g., changing passwords at least quarterly, access to EPROMs, and physical access to computer hardware, etc.)?	_____	_____	_____
<u>52.</u> Are procedures developed, implemented, and documented for:			
a. Reconciliation of meters and jackpot payouts?	_____	_____	_____
b. Collection/drop of slot machine funds?	_____	_____	_____

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	<u>Yes</u>	<u>No</u>	<u>W/P Ref.</u>
c. Jackpot verification and payment and billing to casinos on pro-rata basis?	_____	_____	_____
d. System maintenance?	_____	_____	_____
e. System accuracy?	_____	_____	_____
<b>53.</b> Are reports adequately documenting the procedures above generated and retained?	_____	_____	_____
<b><i>Slot Accounting/Auditing Procedures</i></b>			
54. Are slot accounting/auditing procedures performed by employees who are independent of the transactions being reviewed?	_____	_____	_____
55. For computerized player tracking systems, does an accounting/auditing employee perform the following procedures at least one day per month:			
a. Foot all points-redeemed documentation and trace to the system-generated totals?	_____	_____	_____
b. Review all points-redeemed documentation for propriety?	_____	_____	_____
<b>Note: The above question only applies if cash or the cost of personal property distributed to patrons is deducted from slot revenue.</b>			
56. For computerized slot monitoring systems, are procedures performed at least monthly to verify:			
a. That the system is transmitting and receiving data from the slot machines properly?	_____	_____	_____
b. The continuing accuracy of the coin-in meter readings as recorded in the slot statistical report?	_____	_____	_____
57. For weigh scale interface systems, for a least one drop period per month, do accounting/auditing employees compare the weigh tape to the system-generated weigh, as recorded in the slot statistical report, in total, and resolve discrepancies prior to generation/distribution of slot reports?	_____	_____	_____

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	<u>Yes</u>	<u>No</u>	<u>W/P Ref.</u>
58. At least weekly, do accounting/auditing employees compare the bill-in meter reading to the total currency acceptor drop amount for the week and resolve discrepancies prior to the generation/distribution of slot statistical reports?	_____	_____	_____
<b>59.</b> For any one machine having an unresolved variance in excess of \$200 between actual drop and bill-in meter reading:			
a. Is follow-up performed?	_____	_____	_____
<b>b.</b> Are the follow-up performed and results of investigation documented and maintained?	_____	_____	_____
<b>60.</b> Is the gross gaming revenue reported monthly on the NGC tax returns reconciled to the win in the slot analysis report by denomination?	_____	_____	_____
61. At least annually, do accounting/auditing personnel randomly verify that EPROM changes are properly reflected in the slot analysis reports?	_____	_____	_____
62. Do accounting/auditing employees review exception reports for all computerized slot systems on a daily basis for propriety of transactions and unusual occurrences?	_____	_____	_____
<b>63.</b> Are all slot auditing procedures and any follow-up performed documented and maintained?	_____	_____	_____
<b>Other</b>			
<b>64.</b> For all computerized slot systems is a personnel access listing maintained which includes at a minimum:			
a. Employee name?	_____	_____	_____
b. Employee identification number (or equivalent)?	_____	_____	_____
c. Listing of functions employee can perform or equivalent means of identifying same?	_____	_____	_____

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**SLOTS - HARD DROP AND COUNT OBSERVATION**

Client \_\_\_\_\_ Audit \_\_\_\_\_ Prepared \_\_\_\_\_  
Name: \_\_\_\_\_ Period: \_\_\_\_\_ By: \_\_\_\_\_

NGC Regulation 6.090(9) requires the CPA to use "criteria established by the chairman" in determining whether a Group I or Group II licensee is in compliance with the Minimum Internal Control Standards (MICS). This checklist is to be used by the CPA in determining whether the licensee's slot hard drop and count procedures are in compliance with the Slot Minimum Internal Control Standards.

Indicate licensee personnel contacted:

Date of Inquiry	Person Interviewed	Position

Observations of all procedures are required for completion of this checklist. Unless otherwise instructed, examine a completed document for compliance for those Questions referring to records/documentation (denoted by underlined question numbers in bold print), recalculating where appropriate. Indicate (by tickmark) whether the procedures were confirmed via examination/review of documentation, through inquiry of licensee personnel or via observation of procedures. Tickmarks used:

\_\_\_\_\_ Confirmed via examination/review  
\_\_\_\_\_ Confirmed via inquiry  
\_\_\_\_\_ Confirmed via observation

**Note 1:** The controls in effect for participation machines will provide at least the level of control described by these standards.

**Note 2:** One slot route operator's employee may be used to fill the employee requirements except in a supervisory capacity.

**Note 3:** Any Board-authorized computer applications that provide alternate documentation and/or procedures which achieve the objectives of the MICS will be acceptable. Such alternate documentation and/or procedures must be described in detail as to their acceptability.

Indicate weigh scale test results:

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## SLOTS - HARD DROP AND COUNT OBSERVATION

Denomination	Predetermined Amount (1)	Amount per Weigh Scale (2)	Variance (1) - (2)

Yes      No      W/P  
Ref.

### ***Coin Drop Standards***

1. Are a minimum of three employees (**two for Group II licensees**) involved in the removal of the slot drop, at least one of whom is independent of the slot department? \_\_\_\_\_
2. Is security provided over the buckets removed from the slot drop cabinets prior to being transported to the count room? \_\_\_\_\_
3. If more than one trip is required to remove the slot drop from all of the machines, are the filled carts or coins either locked in the count room or secured in another equivalent manner? \_\_\_\_\_

### ***Equipment Standards***

4. Is the weigh scale calibration module secured so as to prevent unauthorized access (e.g., prenumbered seal, lock and key, etc.)? \_\_\_\_\_
5. Is someone independent of the cage, vault, slot, and count team functions required to be present whenever the calibration module is accessed? \_\_\_\_\_
6. Is such access documented and maintained? \_\_\_\_\_
7. If a weigh scale interface is used, is it adequately restricted so as to prevent unauthorized access (passwords, keys, etc.)? \_\_\_\_\_



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8. If the weigh scale has a zero adjustment mechanism, is it either physically limited to minor adjustments (e.g., weight of a bucket) or physically situated such that any unnecessary adjustments to it during the weigh process would be observed by other count team members?	_____	_____	_____
<b>9.</b> Are the weigh scale and weigh scale interface (if applicable) tested by someone who is independent of the cage, vault and slot departments and count team at least on a quarterly basis with the test results being documented?	_____	_____	_____
10. During the slot count do at least two employees verify the accuracy of the weigh scale with varying weights or with varying amounts of previously counted coin for each denomination to ensure the scale is properly calibrated? (Varying weights/coin from drop to drop is acceptable.)	_____	_____	_____
<b>11.</b> Are the preceding weigh scale and weigh scale interface test results documented and maintained?	_____	_____	_____
12. If a mechanical coin counter is used (instead of a weigh scale), are procedures equivalent to those described in Questions 9-11 above?	_____	_____	_____

***Slot Count and Wrap Standards***

13. Is the weigh/count performed by a minimum of three employees ( <b>two employees for Group II licensees</b> )?	_____	_____	_____
14. At no time during the weigh/count are there fewer than three employees ( <b>two for Group II's</b> ) in the count room?	_____	_____	_____
15. Is the slot count team independent of the slot department and the subsequent accountability of slot count proceeds unless they are nonsupervisory slot employees and perform the laborer function only? (A nonsupervisory slot employee is defined as a person below the level of slot shift supervisor.)	_____	_____	_____
16. Are the following functions performed in the counting of the slot drop:			
a. Recorder function which involves the recording of the slot count?	_____	_____	_____

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	<u>Yes</u>	<u>No</u>	<u>W/P Ref.</u>
b. Count team supervisor function which involves the control of the slot weigh and wrap process?	_____	_____	_____
<b>Note: For Group I licensees, the supervisor is precluded from performing the initial recording of the weigh/count unless a weigh scale with a printer is used.</b>			
17. Is the amount of the slot drop from each machine either:			
a. Recorded in ink on a slot count document by the recorder or mechanically printed by the weigh scale?	_____	_____	_____
b. Transferred via direct line or computer storage media? (Applies to weigh scale interfaces only.)	_____	_____	_____
18. Do the recorder and at least one other count team member sign the weigh tape and the slot count document attesting to the accuracy of the weigh/count?	_____	_____	_____
19. In the weigh/count and/or wrap process:			
a. Do at least three employees ( <b>two for Group II's</b> ) who participate sign the slot count document or a summary report to attest to their presence?	_____	_____	_____
b. If all other count team members do not sign the slot count document or a summary report, do they sign a supplemental document evidencing their participation?	_____	_____	_____
20. Are the coins wrapped and reconciled in a manner which precludes the commingling of slot drop coin with coin (for each denomination) from the next slot drop?	_____	_____	_____
21. Are at least two employees present throughout the wrapping of the slot drop?	_____	_____	_____
<b>Note: If the slot <u>count</u> is conducted with a continuous mechanical count meter which is not reset during the count and is verified in writing by at least three employees (two employees for Group II licensees) at the start and end of each denomination count, then one employee may perform the wrap.</b>			

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	<u>Yes</u>	<u>No</u>	<u>W/P Ref.</u>
22. If the coins are not wrapped immediately after being weighed/counted, are they secured and not commingled with other coin?	_____	_____	_____
<b>Note: The term wrapped slot drop includes wrapped, bagged  (with continuous meter verification), and racked coin/tokens.</b>			
23. If the coins are transported off the property, is a second (alternative) count procedure performed before the coins leave the property, and any variances documented?	_____	_____	_____
24. Are transfers out of the count room during the slot count and wrap process either:			
a. Strictly prohibited?	_____	_____	_____
b. If transfers are permitted during the count and wrap, is each transfer recorded on a separate multi-part form with a preprinted or concurrently-printed form number (used solely for slot count transfers) which is subsequently reconciled by the accounting department to ensure the accuracy of the reconciled wrapped slot drop?	_____	_____	_____
25. Are transfers, as noted above, counted and signed for by at least two members of the count team and by someone independent of the count team who is responsible for authorizing the transfer?	_____	_____	_____

**If the count room serves as a coin room and coin room inventory is not secured so as to preclude access by the count team, then the next two Questions must be answered:**

26. At the commencement of the slot count:			
a. Is the coin room inventory counted by at least two employees, one of whom is a member of the count team and the other is independent of the weigh/count and wrap procedures?	_____	_____	_____
b. Is the above count recorded on an appropriate inventory form?	_____	_____	_____
27. Upon completion of the wrap of the slot drop:			

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	<u>Yes</u>	<u>No</u>	<u>W/P Ref.</u>
a. Do at least two members of the count team (wrap team), independently from each other, count the ending coin room inventory?	_____	_____	_____
b. Are the above counts recorded on a summary report(s) which evidences the calculation of the final wrap by subtracting the beginning inventory from the sum of the ending inventory and transfers in and out of the coin room?	_____	_____	_____
c. Do the same count team members as discussed above compare the calculated wrap to the weigh/count, recording the comparison and noting any variances on the summary report?	_____	_____	_____
d. Does a member of the cage/vault department count the ending coin room inventory by denomination and reconcile it to the beginning inventory, wrap, transfers and weigh/count?	_____	_____	_____
e. At the conclusion of the reconciliation, do at least two count/wrap team members and the verifying employee sign the summary report(s) attesting to its accuracy? <b>Obtain a copy of the summary report(s) for inclusion in the workpapers.</b>	_____	_____	_____

**Note: For Group II licensees the functions described above at 27 a and c may be performed by only one count team member. That count team member must then sign the summary report, along with the verifying employee, as required under 27 e.**

**If the count room is segregated from the coin room, or if the coin room is used as a count room and the coin room inventory is secured to preclude access by the count team, the following Question must be answered:**

**28.** Upon completion of the wrap of the slot drop:

a. Do at least two members of the count/wrap team count the final wrapped slot drop independently from each other?	_____	_____	_____
b. Are the above counts recorded on a summary report?	_____	_____	_____
c. Do the same count team members as discussed above (or the accounting department) compare the final wrap to the weigh/count recording the comparison and noting any variances on the summary report?	_____	_____	_____

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	<u>Yes</u>	<u>No</u>	<u>W/P Ref.</u>
d. Does a member of the cage/vault department count the wrapped slot drop by denomination and reconcile it to the weigh/count?	_____	_____	_____
<b><u>e.</u></b> At the conclusion of the reconciliation, do at least two count team members and the cage/vault employee sign the summary report attesting to its accuracy? <b>Obtain a copy of the summary report for inclusion in the workpapers.</b>	_____	_____	_____
f. Are the wrapped coins (exclusive of proper transfers) transported to the cage, vault or coin vault after the reconciliation of the weigh/count to the wrap?	_____	_____	_____
<b>Note: For Group II licensees the functions described above at 28 a and c may be performed by only one count team member. That count team member must then sign the summary report, along with the verifying employee, as required under 28 e.</b>			
29. Are large (by denomination, either \$1,000 or 2% of the drop, whichever is less) or unusual (e.g., zero for weigh count or patterned for all counts) variances between the weigh/count and wrap investigated by management personnel independent of the slot department, count team and the cage/vault functions on a timely basis?	_____	_____	_____
<b><u>30.</u></b> Are the results of such investigation documented and maintained?	_____	_____	_____
31. Is all slot count and wrap documentation, including any applicable computer storage media, either:			
a. Immediately delivered to the accounting department by other than the cashier's department?	_____	_____	_____
b. Adequately secured (e.g., locked container to which only accounting personnel can gain access) until retrieved by the accounting department?	_____	_____	_____
<b><u>32.</u></b> Are corrections on slot count documentation made by crossing out the error, entering the correct figure, and then obtaining the initials of at least two count team employees?	_____	_____	_____
<b><u>33.</u></b> If a weigh scale interface is used, are corrections to slot count data made using either of the following:			

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	<u>Yes</u>	<u>No</u>	<u>W/P Ref.</u>
a. Crossing out the error on the slot document, entering the correct figure, and then obtaining the initials of at least two count team employees?	_____	_____	_____
1) If this procedure is used, does an employee independent of the slot department and count team enter the correct figure into the computer system prior to the generation of related slot reports?	_____	_____	_____
b. During the count process, correct the error in the computer system and enter the passwords of at least two count team employees?	_____	_____	_____
1) If this procedure is used, is an exception report generated by the computer system identifying the slot machine number, the error, the correction and the count team employees testifying to the correction?	_____	_____	_____



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OBSERVATION**

	<u>Yes</u>	<u>No</u>	<u>W/P Ref.</u>
<b><i>Currency Acceptor Drop and Count Standards</i></b>			
1. Are the currency acceptor drop boxes removed by an employee independent of the slot department, then transported directly to the soft count room or other similarly restricted location and locked in a secure manner until the count takes place?	_____	_____	_____
2. Is the transporting of currency acceptor drop boxes performed by a minimum of two employees, at least one of whom is independent of the slot department?	_____	_____	_____
3. Is the currency acceptor count performed in the soft count room or equivalently secure area with comparable controls?	_____	_____	_____
4. Is the currency acceptor count performed by a minimum of three employees?	_____	_____	_____
<b>Note: For Group II licensees a minimum of two persons may perform the count provided the count is viewed either live or on videotape within seven days by an employee independent of the count.</b>			
5. Is the currency acceptor count team independent of transactions being reviewed and counted, and the subsequent accountability of currency drop proceeds?	_____	_____	_____
<b>Note: A cage cashier may be used if this person is not allowed to perform the recording function. An accounting representative may be used if there is an independent audit of all currency acceptor count documentation.</b>			
6. Are the currency acceptor drop boxes individually emptied and counted in such a manner as to prevent the commingling of funds between boxes until the count of the box has been recorded?	_____	_____	_____
<u>7.</u> Is the count of each box recorded in ink or other permanent form of recordation?	_____	_____	_____



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	<u>Yes</u>	<u>No</u>	<u>W/P Ref.</u>
8. If currency counters are utilized and the count room table is used only to empty boxes and sort/stack contents, is a count team member able to witness the loading and unloading of all currency at the currency counter, including rejected currency?	_____	_____	_____
9. Are drop boxes, when empty, shown to another member of the count team, to another person who is observing the count, or to recorded or live surveillance, provided the count is monitored in its entirety by someone independent of the count?	_____	_____	_____
<b>10.</b> Are corrections to information originally recorded by the count team on currency acceptor count documentation made by crossing out the error, entering the correct figure, and then obtaining the initials of at least two count team members who verified the change?	_____	_____	_____
11. Is the count sheet reconciled to the total drop by a count team member who does not function as the sole recorder?	_____	_____	_____
12. Do all members of the count team attest by signature ( <b>if applicable, two signatures for Group II's</b> ) to the accuracy of the currency acceptor drop count? Three verifying signatures on the count sheet are adequate if all additional count team employees sign a supplemental document evidencing their involvement in the count process.	_____	_____	_____
13. Are all monies that were counted turned over to the cage cashier (who is independent of the count team) or to an employee independent of the revenue generation and the count process for verification?	_____	_____	_____
14. Does the above mentioned employee certify by signature as to the accuracy of the currency delivered and received?	_____	_____	_____
15. Is access to stored full drop boxes restricted to authorized members of the drop and count teams?	_____	_____	_____
16. Is access to the count room restricted to members of the drop and count teams, excluding authorized observers, supervisors for resolution of problems, and authorized maintenance personnel?	_____	_____	_____

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OBSERVATION**

	<u>Yes</u>	<u>No</u>	<u>W/P</u> <u>Ref.</u>
17. Is the count sheet, with all supporting documents, either:			
a. Promptly delivered to the accounting department by a count team member or someone other than the cashiers department?	_____	_____	_____
b. Adequately secured (e.g., locked container to which only accounting personnel can gain access) until retrieved by the accounting department?	_____	_____	_____
18. Obtain a copy of the count sheet summary totals for inclusion in the workpapers.	_____	_____	_____